



STATE OF MISSOURI
DEPARTMENT OF INSURANCE
LICENSING SECTION

P.O. BOX 690 OR
P.O. BOX 4001 FOR CORRESPONDENCE WITH FEES
JEFFERSON CITY, MO 65102
TELEPHONE: (573) 751-3518

CONTINUING EDUCATION PROVIDER APPLICATION FOR COURSE APPROVAL

SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM

COURSE PROVIDER	FAX NUMBER	WEB ADDRESS
ADDRESS (STREET, CITY, STATE, ZIP CODE)		PROVIDER NUMBER (IF KNOWN)
CONTACT PERSON	TELEPHONE NUMBER	COURSE DATE
COURSE TITLE		

COURSE OUTLINE: ATTACH OUTLINE; INCLUDE TIME ALLOTTED TO EACH SEGMENT.

METHOD OF INSTRUCTION	PROFESSIONAL DESIGNATION COURSE:
<input type="checkbox"/> LECTURE/SEMINAR	<input type="checkbox"/> YES
<input type="checkbox"/> SELF STUDY	<input type="checkbox"/> NO
<input type="checkbox"/> COLLEGE/UNIVERSITY	
<input type="checkbox"/> OTHER (BE SPECIFIC)	

NUMBER OF C.E.C. HOURS REQUESTED (INDICATE HOURS IN APPROPRIATE BOX)

LIFE/HEALTH	PROPERTY/CASUALTY	GENERAL CREDIT
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LIST STATES THAT HAVE APPROVED THIS COURSE AND NUMBER OF C.E.C. HOURS ASSIGNED:

NAMES (IF KNOWN) AND QUALIFICATIONS OF INSTRUCTORS SUCH AS PRIOR EXPERIENCE, PROFESSIONAL DESIGNATIONS, EXPERTISE ON SPECIFIC TOPIC

INSTRUCTOR NAME	QUALIFICATIONS

THE UNDERSIGNED CERTIFIES THAT THE COURSE IDENTIFIED IN THIS APPLICATION HAS BEEN INDEPENDENTLY DEVELOPED USING ORIGINAL MATERIAL AND/OR MATERIAL PREPARED BY OTHERS WHO HAVE GIVEN THEIR PERMISSION TO USE THE MATERIAL IN THIS COURSE.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE

DEPARTMENT OF INSURANCE USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	MISSOURI COURSE NUMBER LH	NUMBER OF C.E.C. HOURS
SIGNATURE (DEPARTMENT OF INSURANCE)	PC	DATE
	GC	

COMMENTS

PROVIDER APPLICATION

Content: Courses must be independently developed using original material or material developed by others for which permission to use has been obtained. Only courses which impart substantive and procedural knowledge relating to the insurance field will be approved for credit. The following subjects will not be approved for credit:

1. Prospecting;
2. Motivation;
3. Sales techniques/marketing;
4. Psychology;
5. Recruiting;
6. Office skills or management training; and,
7. Subjects not related to the insurance license.

Required Data: Providers must submit their courses for approval to the Missouri Department of Insurance **at least 45 days prior** to the date the course begins.

The providers shall submit the following for approval:

1. A completed and signed application;
2. A course fee;
3. A course outline that shall list and summarize each topic covered. (A list of topics with no other details is not an acceptable course outline. The outline shall contain time frames for all insurance related material. Credit will not be given for non-insurance related subjects. If there is a substantial change in content or any change in instructional hours, the course shall be refilled. Once the course is approved, it shall remain in force until rescinded in writing by the Missouri Department of Insurance, canceled by the provider or nonrenewed. Do not send books or videotapes as a substitute for a course outline.); and,
4. Instructor resume and documentation of qualifications.

NOTE: No credit shall be given for courses held prior to the approval date. This would apply even if you submit the course and the application needs to be returned for additional information. The application and other forms and fees must be resubmitted prior to the course start date.

Credit hours:

1. Lecture - 50 minutes of uninterrupted instruction pertaining to an approved course;
2. Self study - 15 pages equals 1 credit hour; and,
3. Computer based training or Internet - 3 screens equals 1 page (750 words) - 45 screens equals 1 credit hour.

Filing fee: \$50 per course (Personal checks not accepted). Fees shall be waived for local agent groups (Associations).

Advertising: Courses may not be advertised as approved in Missouri until the Department has given written notification. The course number may not be advertised. The number of hours for which a course has been approved shall be prominently displayed on all advertisements.

Self-Study: Complete all applicable information. Attach a copy of the study material and test along with an explanation of how the test will be proctored. Please include the time allotted for completion of the course (see credit hours above).

Certification of Course Completion: The provider must complete the Certificate of Course Completion. **The student must not complete any part of the Certificate of Course Completion.**

Provider Responsibility: The provider must retain a list for each course containing the following:

1. Provider/Course location;
2. Course title;
3. Missouri course number;
4. Date course completed;
5. Number of CEC hours earned; and,
6. Roster for licensees to sign-in/sign-out which includes name, address, and social security number. Licensee number is optional.
7. Provider must electronically report the class roster to the MDI within 30 days of the date the producer takes the course.

The provider shall retain this information for four (4) years following the completion of the course.

Course Approval Expiration: Courses shall be approved for a period of no more than one year. Applicants holding courses intended to be offered for a longer period, must renew annually. The Department will send out notices annually to renew the courses.